

CD Creation Using the Easy CD Creator 4 Wizard

The QVF server computer has the ability to create CDs. Because CDs can contain far more data than floppy disks, if you burn a CD you probably will not need to zip your files first, as you do when putting large files on floppy disks. You can use the following instructions to create CDs. You first want to save your report to a folder on the server where you can find it later.

ACTION

Place a writable CD in the compact disk drive.

Double click on the Create CD icon.

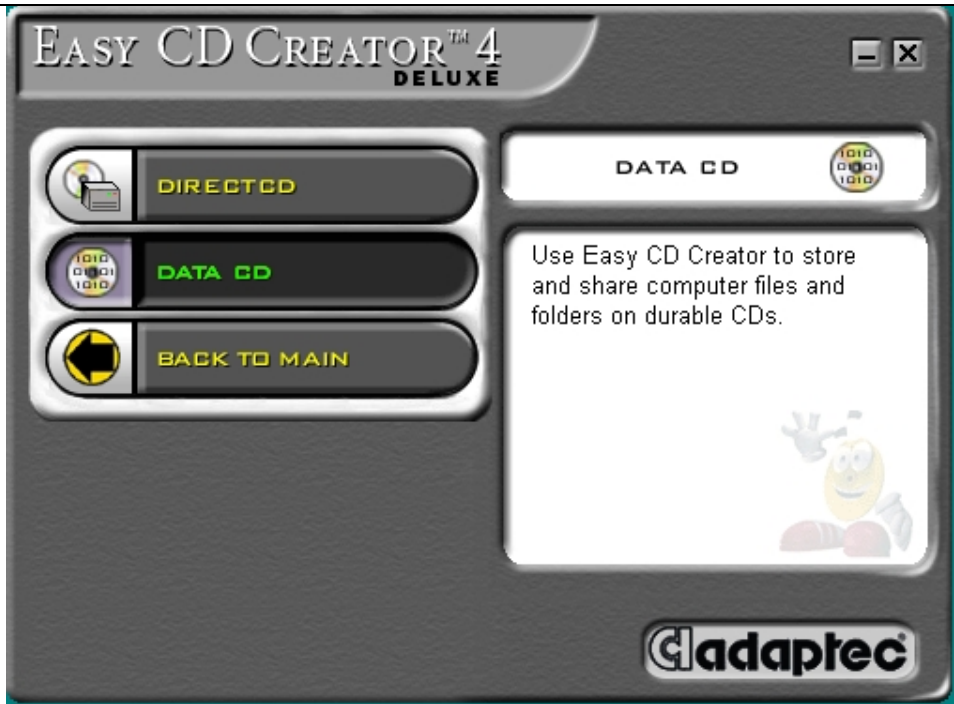
RESULT

The *Easy CD Creator 4 – Welcome* screen appears.



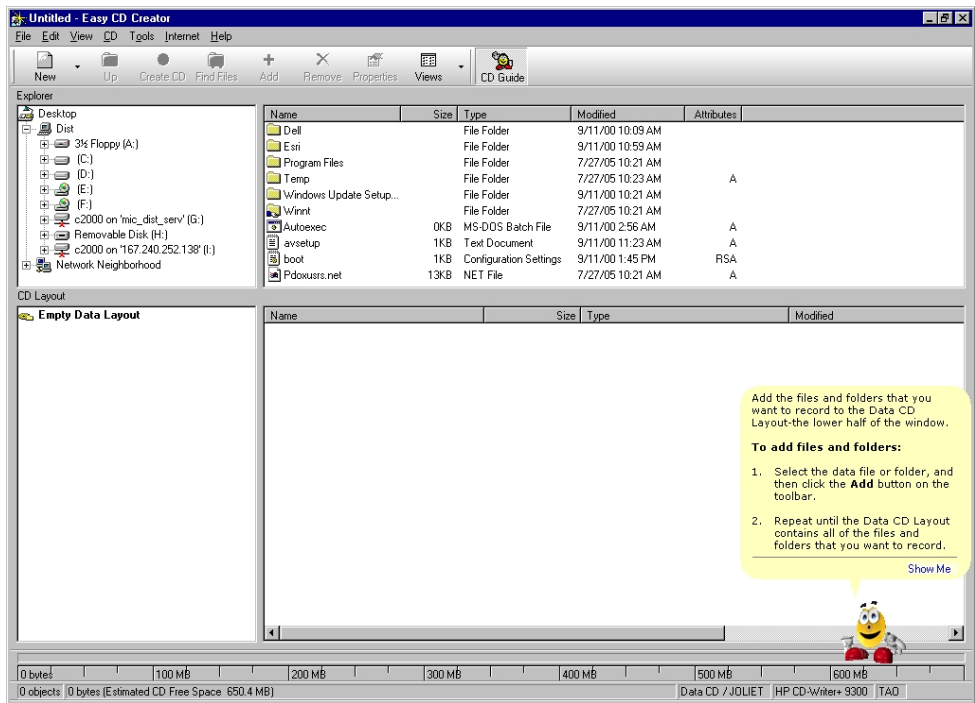
Click on the [DATA] button.

The *Easy CD Creator 4 – DATA CD* screen appears.



Click on **[DATA CD]** button.

The *Untitled – Easy CD Creator* screen appears.



You can add or remove the on-screen help by clicking on the **[CD Guide]** button.

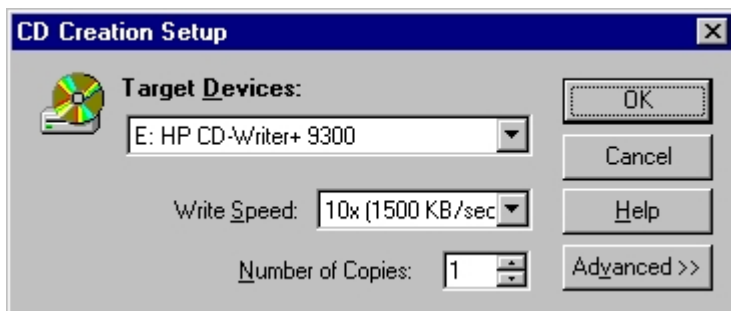
The screen helper appears or disappears.

In the upper half of the screen, highlight the folders or files that you want to transfer to the CD. Then click on the **[Add]** button.

The highlighted folders or files appear in the CD Layout box in the lower part of the screen.

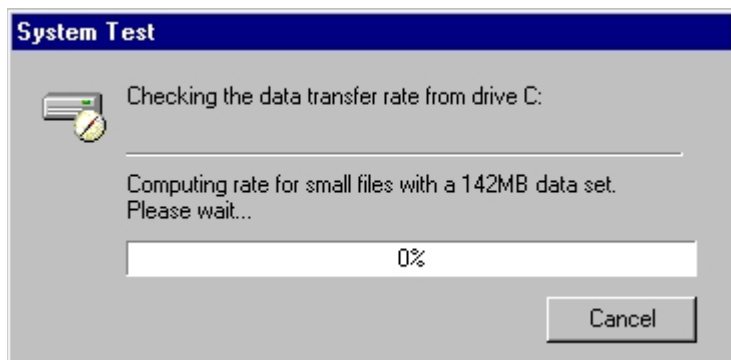
You can transfer as many files or folders as you want, assuming there is enough room on the CD. When you have designated all of the file or folders to be copied to the CD, click on the **[Create CD]** button.

The *CD Creation Setup* screen appears.

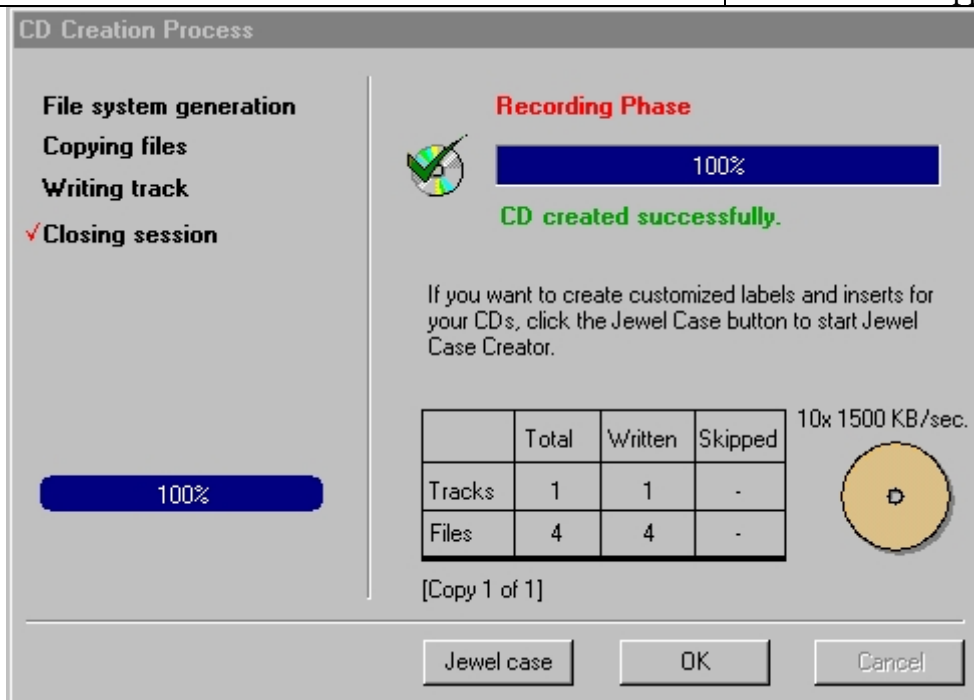


Click on the [OK] button.

The first time you write to a new CD, the *System Test* screen appears.



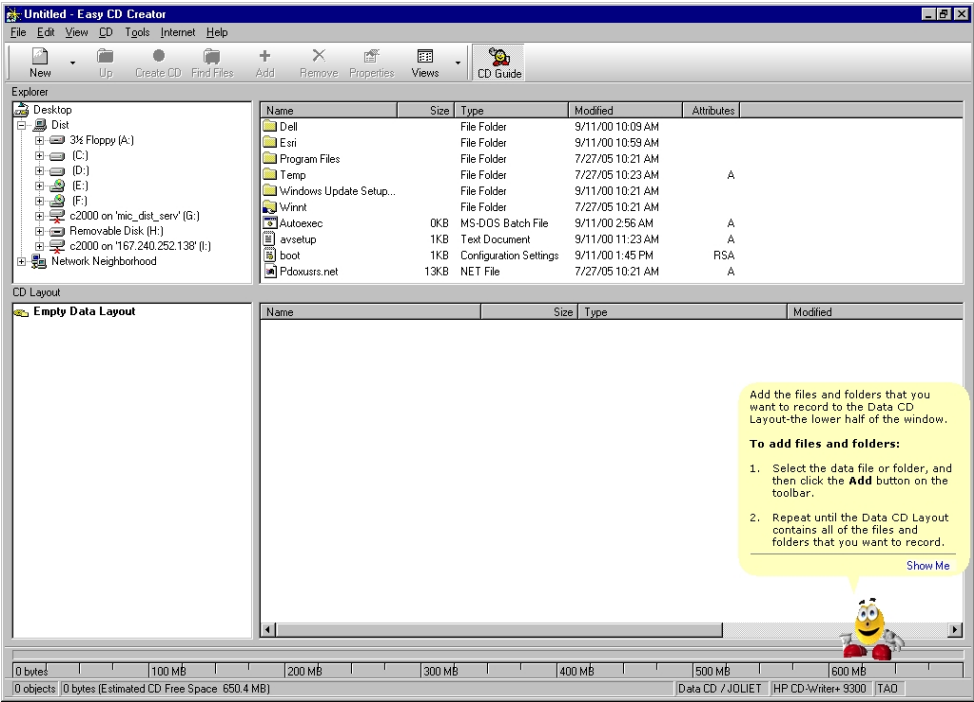
After the system test is concluded, the *CD Creation Process* screen appears.



The copying to the CD occurs automatically.

At the conclusion of the process, a [Jewel Case] button appears on the *CD Creation Process* screen. A message also appears under the Recording Phase field stating the “CD created successfully.”

Optional	Click on the [Jewel Case] button if you want to create CD labels or a jewel case jacket.	The <i>Jewel Case Creation</i> screen appears with prompts on how to create jewel case accessories.
	Click on the [OK] button if you do not want to do anything with the jewel case.	The <i>Untitled – Easy CD Creation</i> screen appears.



Click on the [NO] button.	A message appears asking, “Save CD Layout changes to Untitled.”
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Click on the [X] button.	You are returned to the Windows Main Desktop.
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